

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Horticulture Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs activities related to the beautification, health and aesthetics of ornamental landscape planting. Manages and performs all work in the green houses and grounds surrounding the area. Responsible for landscape design and construction, irrigation design and maintenance and greenhouse collections.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Maintains gardens, exhibits, and greenhouse designs by watering, potting plants, applying pesticides, trimming, mulching, raking leaves, seeding, fertilizing, and pulling weeds.
2	L	Educates volunteers and community workers by giving lectures, training, and supervising their activities.
3	S	Performs administrative duties by documenting pesticide records, keeping plant lists for interior, exhibits, green houses, and hanging plants.
4	M	Monitors the irrigation system by installing and repairing the sprinklers.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in the horticultural field.
Certifications and Other Requirements	Valid Driver's License, Virginia Pesticide Applicator License
Reading	Work requires the ability to read technical books / manuals, pesticide labels and ingredients, landscape plans, blueprints, policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, evaluations, log books, and performance reviews.
Managerial	Managerial responsibilities include setting schedules and weekly goals and planning for volunteer and community service projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Cleaning, fertilizing, spraying, repotting
Sitting	O	Designing beds, repotting, paperwork, computer
Walking	F	Spraying, checking flower beds, obtaining supplies and equipment
Lifting	F	Boxes, fertilizer, plants, pots, trash
Carrying	F	Boxes, fertilizer, plants, pots, trash, hoses
Pushing/Pulling	F	Hoses, carts, weeding
Reaching	F	Pruning, weeding,
Handling	F	Fertilizer, pruners
Fine Dexterity	F	Transplanting seedlings, pruning
Kneeling	F	Planting, weeding, pruning
Crouching	F	Planting, cleaning
Crawling	F	Planting, cleaning
Bending	F	Planting, weeding, pruning
Twisting	O	Planting, weeding, pruning
Climbing	O	Ladders
Balancing	R	On ladders
Vision	C	Evaluating plantings / landscape, reading, driving, computer monitor
Hearing	C	Communicating with personnel, general public, on telephone, radio calls
Talking	F	Communicating with personnel, general public, on telephone, radio calls
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: October 2001 CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Pruners, hedge trimmers, shovel, edger, lawnmower, blower, weed eater, hand tools, saws, loppers, computer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Dirt and Dust	D	Office Environment --
Chemical Hazards	M	Extreme Temperatures	D	Warehouse --
Electrical Hazards	M	Noise and Vibration	D	Shop --
Fire Hazards	N	Fumes and Odors	W	Vehicle --
Explosives	N	Wetness/Humidity	M	Outdoors X
Communicable Diseases	D	Darkness or Poor Lighting	W	Other (see 2 below) --
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Boots, rain coat, umbrella, gloves, ear plugs, face shield, goggles, chemical suits

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)